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Personnel

**INTERSERVICE TRANSFER OF OFFICERS
ON THE ACTIVE DUTY LIST TO THE UNITED
STATES AIR FORCE (USAF)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFPC/DPPAES (Mr Bob Ross)
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This instruction explains how Regular and Reserve commissioned officers on active duty may transfer to the USAF. It interfaces with Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*, and implements Department of Defense (DoD) Directives 1205.5, *Transfer of Members Between Reserve and Regular Components of the Military Services*, 10 April 1995 and 1300.4, *Inter-Service Transfer of Commissioned Officers*, 15 November 1996. The requirements in this instruction remain in effect during contingencies or wartime. This instruction does not apply to members of the Air Force Reserve, statutory tour officers serving on extended active duty (EAD) under Title 10, United States Code (U.S.C.), Published 1998, Sections 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*, 12310, *Reserves: for Organizing, Administering, etc., Reserve Components*, 10305, *Air Force Reserve Forces Policy Committee*, 12402, *Army and Air National Guard of the United States; Commissioned Officers; duty in National Guard Bureau*, or Title 32, U.S.C., Published 1998, Section 708, *Property and Fiscal Officers*, or members of the Air National Guard.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, U.S.C., Sections 716, *Commissioned Officers: Transfers between armed forces and to and from National Oceanic and Atmospheric Administration*, and 8013, *Under Secretary of the Air Force; Assistant Secretaries of the Air Force*. System of Records Notice F035 AF MP R, *Application for Appointment and Extended Active Duty Files*, also applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*. HQ AFPC/DPPAES must coordinate on all supplements. Refer to **Attachment 1** for the Glossary of References and Supporting Information.

SUMMARY OF REVISIONS

This revision includes the processing of Uniformed Services University of Health Science Students from other branches of service to the USAF (paragraph 4.5.). The vertical bar (|) in the left margin indicates revisions from the previous edition.

1. Overview.

1.1. An officer must meet the eligibility criteria for appointment in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force (Temporary)*, and AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve Status*.

1.2. Transfers require that members be discharged or terminated from their current commissions and appointments without interrupting total service. Transferring service people receive credit for accrued total service before transfer.

1.3. Refer to AFI 36-3207, *Separating Commissioned Officers*, for transfer of Air Force officers on the active duty list to other Uniformed Services.

2. Authorized Grades.

2.1. Except as stated in paragraph 2.2., an officer's current grade and date of rank (DOR) remain the same after transfer as on the day before transfer from the parent service.

2.2. A commissioned officer with constructive service credit for education, training, or experience who transfers to a different (noncomparable) category loses those credits. The officer receives the grade, DOR, and service dates appropriate for the credit granted in the new category.

3. Applying for Transfer.

3.1. Officers from Other Uniformed Services Who Want To Join the Air Force. These officers must request transfers according to the rules and regulations of their parent services. Officers must get transfer requests approved by the Secretary of their parent uniformed service before sending requests to Headquarters (HQ) Air Force Personnel Center (AFPC)/DPPAES.

3.2. Air Force Agencies Desiring Services of Officers of Other Uniformed Services. The agencies submit their request through the major commands (MAJCOM) to HQ AFPC/DPPAES, which forwards them to the Secretary of the parent uniformed services for approval or disapproval. The applications must include statements signed by the officers consenting to the transfers.

4. Documenting Applications.

4.1. Each Applicant. Include:

4.1.1. An explanation of why the transfer is in the best interest of national defense and the individual officer.

4.1.2. Copy of the applicant's microfilmed master personnel record (MPerR). If a copy of the MPerR is not available, an officer must verify all appointments using other documents.

4.1.3. Performance reports.

4.1.4. Statement that the applicant does not currently have failed promotion status.

4.1.5. Source of the applicant's original commission.

4.1.6. SF 88, **Report of Medical Examination**, SF 93, **Report of Medical History**, and tracings of a standard 12-lead electrocardiogram (EKG).

4.1.7. Resume of flying experience including:

- 4.1.7.1. Date the member began flight training.
- 4.1.7.2. Current aeronautical rating and rating award date.
- 4.1.7.3. Total flying time and total jet time.
- 4.1.8. Verified statements of:
 - 4.1.8.1. Promotion and grade history (to determine the officer's position on the active duty list).
 - 4.1.8.2. Service including Reserve time and points.
- 4.1.9. Type of completed security investigation and clearance if this documentation is not in the MPerR.
- 4.1.10. Statement of Understanding as shown in **Attachment 2**.
- 4.1.11. AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**. Include a drug abuse circumstances statement (refer to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories-Reserve of the Air Force and United States Air Force (Temporary)*, attachment 4).
- 4.1.12. The officer's statement that he or she received counseling about the Air Force Direct Deposit/Electronic Funds Transfer (DD/EFT) policy. HQ AFPC/DPPAES counsels the officer in writing and sends the officer a statement to sign.
- 4.2. Navy and Marine Corps Pilots. Document completed undergraduate flight training (fighter, multi-engine, or helicopter) and any subsequent flight training courses.
- 4.3. Army Pilots. Document completed undergraduate flight training programs (fixed wing and rotary wing training).
- 4.4. Health Care Practitioners. Contact HQ AFPC/DPAMF (Medical Service Officer Utilization Division) and request AF Form 1540, **Application for Clinical Privileges**, AF Form 1541, **Credentials Continuing Health Education Training Record**, and AF Form 1562, **Credentials Evaluation of Health Care Practitioners**. Medical service officers should also summarize their professional qualifications.
- 4.5. Uniformed Services University of Health Sciences (USUHS) Students. USUHS students are not considered to be on the Active Duty List and do not process their applications directly through their parent service. Applications for transfer are made through a Board of Review for Inter-service Transfer (BRIT) at the Uniformed Services University, Bethesda, Maryland. The results of the BRIT are part of the application package. Approved applications are sent to the respective parent service for further processing.

5. Processing Applications.

- 5.1. Ineligible Applications. HQ AFPC/DPPAES states reasons for ineligibility and returns applications that don't meet the Air Force eligibility criteria or criteria for an interservice transfer to the parent service.
- 5.2. Eligible Applications. HQ AFPC/DPPAES processes and prepares eligible applications. It presents such applications to the USAF Interservice Transfer of Commissioned Officers Board (ITCOB). The senior officers that comprise the ITCOB review and evaluate each request according to this

instruction. The ITCOB considers a request only once during a 12-month period. HQ AFPC/DPPAES returns disapproved requests to the applicant through the parent service.

5.3. Approved Applications. When the President of the USAF ITCOB approves a request, the two services manage the transfer. HQ AFPC/DPPAES:

5.3.1. Gets assignment instructions from the personnel assignments officer.

5.3.2. Prepares active duty orders.

5.3.3. Obtains appointment documents from HQ AFPC/DPPPOC for Regular officers.

5.3.4. Prepares appointment documents for Reserve officers.

5.3.5. Coordinates the transfer with the parent uniformed service.

5.3.6. Forwards their records to HQ AFPC/DPSRI1. **EXCEPTION:** HQ USAF/JAX prepares EAD orders for officers selected as judge advocates.

MICHAEL D. MCGINTY, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, U.S.C., Section 716, *Commissioned Officers: Transfers Among the Armed Forces, the National Oceanic and Atmospheric Administration, and the Public Health Service*

Title 10, U.S.C., Section 10211, *Policies and Regulations: Participation of Reserve Officers in Preparation and Administration*

Title 10, U.S.C., Section 12310, *Reserves: for Organizing, Administering, etc., Reserve Components*

Title 10, U.S.C., Section 10305, *Air Force Reserve Forces Policy Committee*

Title 10, U.S.C., Section 12402, *Army and Air National Guard of the United States; Commissioned Officers; Duty in National Guard Bureau*

Title 32, U.S.C., Section 708, *Property and Fiscal Officers*

DoD Directive 1205.5, 10 April 1995, *Transfer of Members Between Reserve and Regular Components of the Military Services*

DoD Directive 1300.4, 15 November 1996, *Inter-service Transfer of Commissioned Officers*

AFPD 36-20, *Accession of Air Force Military Personnel*

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories-Reserve of the Air Force and United States Air Force (Temporary)*.

AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-2107, *Active Duty Service Commitments*

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment

AFPC—Air Force Personnel Center

BRIT—Board of Review for Inter-service Transfer

CRS—Conditional Reserve Status

DoD—Department of Defense

DOR—Date of Rank

EAD—Extended Active Duty

HQ—Headquarters

ITCOB—Interservice Transfer of Commissioned Officers Board

MPerR—Master Personnel Record

PCS—Permanent Change of Station

SAF—Secretary of the Air Force

U.S.C.—United States Code

USUHS—Uniformed Services University of Health Sciences

Terms

Extended Active Duty—(defined only as it applies to this AFI) A tour of active duty (normally more than 90 days) by a member of the Air Reserve. Strength accountability for persons on EAD changes from the Air Reserve to the active force. Members do not receive credit for inactive duty training and active duty in a service academy or armed forces preparatory school.

Transfer—When moving from one uniformed service to another, transfer is a discharge from the parent service on one day and appointment in the gaining service on the next.

Uniformed Services or Uniformed Services Component—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

Table A1.1. Addresses.

Office of the Secretary of the Air Force
1670 Air Force Pentagon
Washington DC 20330-1670

HQ AFPC/DPPAES
550 C Street West, Suite 10
Randolph AFB TX 78150-4712

HQ AFPC/DPSRI1
550 C Street West, Suite 21
Randolph AFB TX 78150-4723

HQ AFPC/DPAMU
550 C Street West, Suite 27
Randolph AFB TX 78150-4729

Attachment 2

STATEMENT OF UNDERSTANDING (INITIAL APPROPRIATE BLOCK AND SIGN)

A2.1. For Regular Officers, Line Reserve Officers, and Reserve Judge Advocates.

1. I am a Regular officer whose competitive category is: __Line __Chaplain __Judge Advocate __Medical Corps __Dental Corps __Nurse Corps __Biomedical Sciences Corps __Medical Service Corps *or* I am a Reserve officer whose competitive category is: __Line __Judge Advocate.
2. I understand if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment (ADSC) of 4 years (3 years for chaplains) before I will be eligible for separation or release from active duty.
3. I understand the Secretary of the Air Force will assign my grade and date of rank at the time of my appointment.
4. I understand I may be assigned to a government-sponsored training program or a permanent change of station (PCS) to meet Air Force needs. If I must undergo such training or PCS, I understand I must serve any additional ADSC that is appropriate for the training I received or my PCS assignment according to AFI 36-2107, *Active duty Service Commitments*.

officer's signature

(date)

(typed name, grade)

A2.2. For All Other Reserve Officers.

1. I am a Reserve officer whose competitive category is: __Chaplain __Medical Corps __Dental Corps __Nurse Corps __Biomedical Sciences Corps __Medical Service Corps.
2. I understand the Secretary of the Air Force (SAF) will assign my grade and date of rank at the time of my appointment.
3. I understand if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment (ADSC) of 4 years (3 years for chaplains) and I will be released from extended active duty (EAD) after I finish my initial ADSC unless I receive a Regular Air Force appointment or Conditional Reserve Status (CRS). I understand the SAF can release me from EAD before I complete my initial ADSC.
4. I further understand if I receive and accept a Regular Air Force appointment or CRS, my previous release from EAD is nullified and a change in law, instruction, or policy can require my separation even if I agree to serve in CRS.
5. If, after accepting a Regular Air Force appointment, I want to resign my commission and separate from active duty, I must resign under appropriate directives.

6. If I accept CRS and want release from EAD, I must apply under the appropriate directives. I understand such release depends on getting the approval of the SAF.

officer's signature

(date)

(typed name, grade)